Course Management

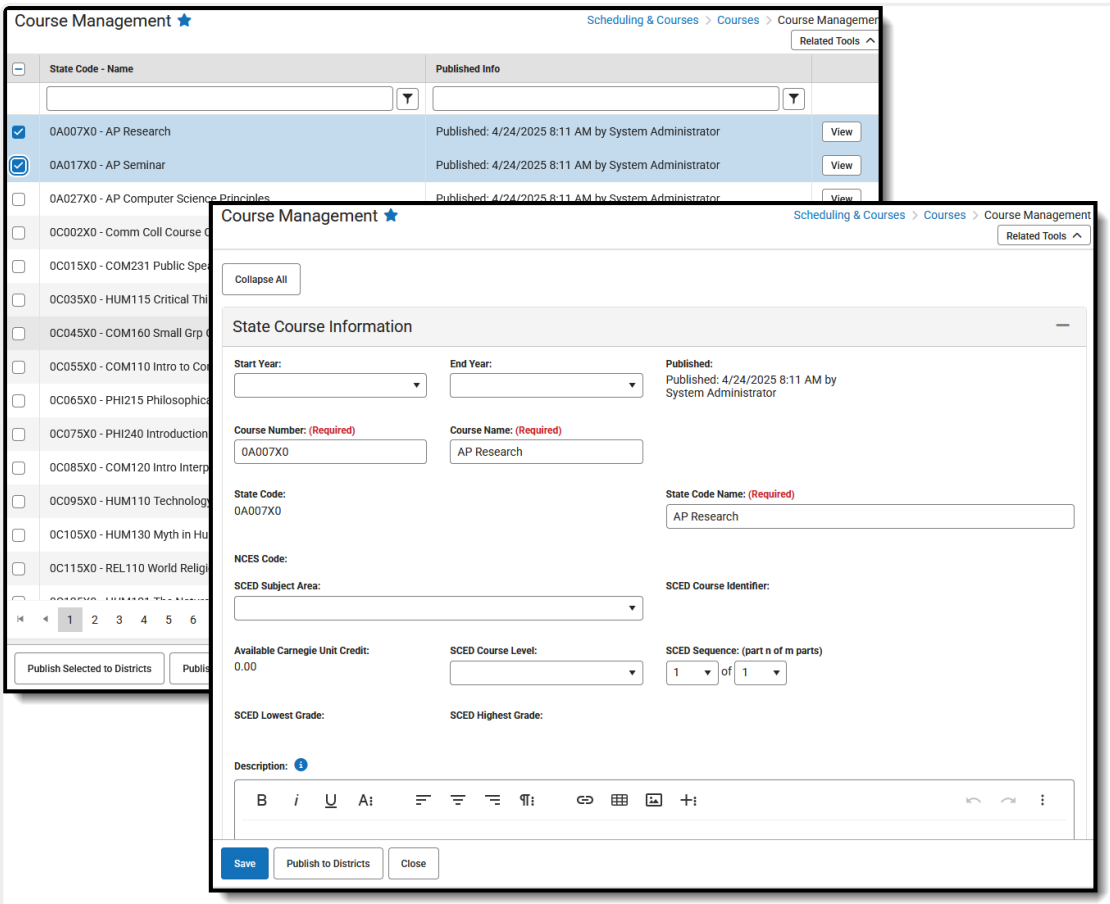
Last Modified on 06/02/2025 8:51 am CDT

Search State Course Codes | View and Modify State Course Codes | Publish State Course Codes

The Course Management tool allows courses to be created and managed at the state level and then pushed to district sites, providing consistent course offerings throughout the entire state. It is available for State Edition installations.

State Course Code information is published directly to districts. Course Master Information and Course Information are updated with the Course Code values. Use of Course Masters is not required to use this tool, as data is published to both tools.

The Course Management tool replaces the Course Code Setup tool, which is currently available in select states and will be removed in a future release.



Course Management

See the Course Management Tool Rights article for details on applicable tool rights.

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All active state course codes are currently listed. State Course codes can be:

- Searched for using the available filter fields of **State Code - Name** and **Published Info** (when the code was last published to districts).
- Viewed to see State Course Information details, assigned Course Setup checkboxes, and state-defined fields.
- Modified by viewing the State Course Information details, then saved and published to districts.
- Published to selected districts.
- Published to ALL districts.

Search State Course Codes

Searching can be done for All Years and All districts. There is no need to select a specific year, district, or calendar from the context switcher.

State Course Codes can be searched by name or the last time they were published.

- When searching by **State Code - Name**, enter the start of the code or the name of the Course Code.
- When searching by **Published Info**, enter the date the code was published, the time it was published, or the user who published it. This refers to the date, time, and user who published the course code in the State Edition, not when it was visible in the District Edition.

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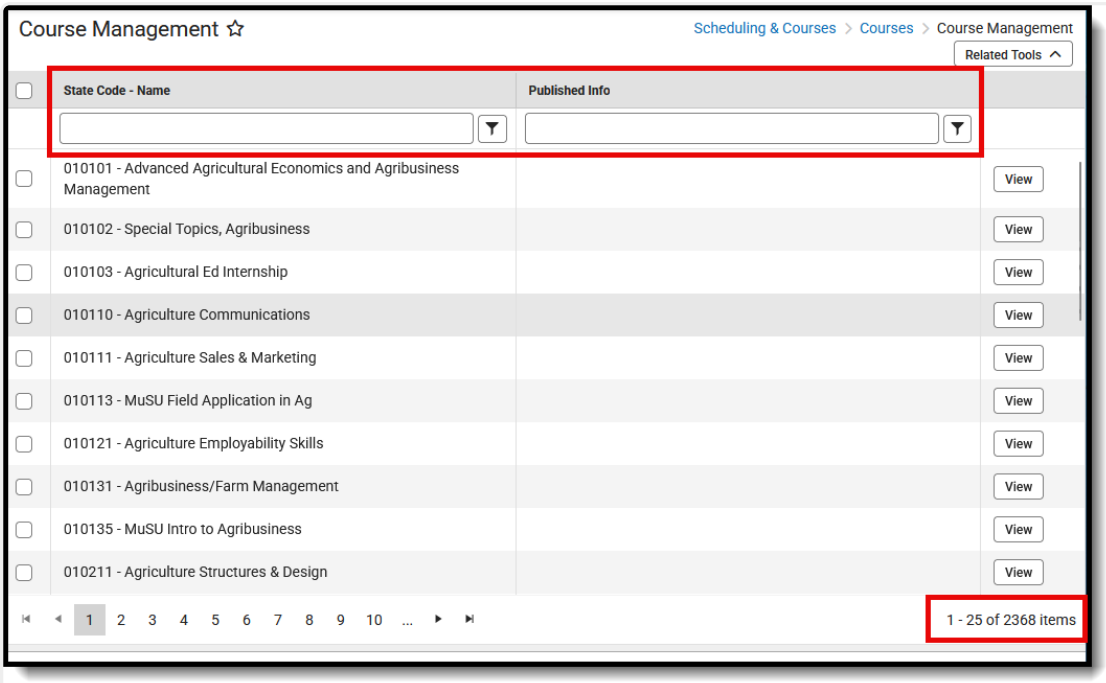
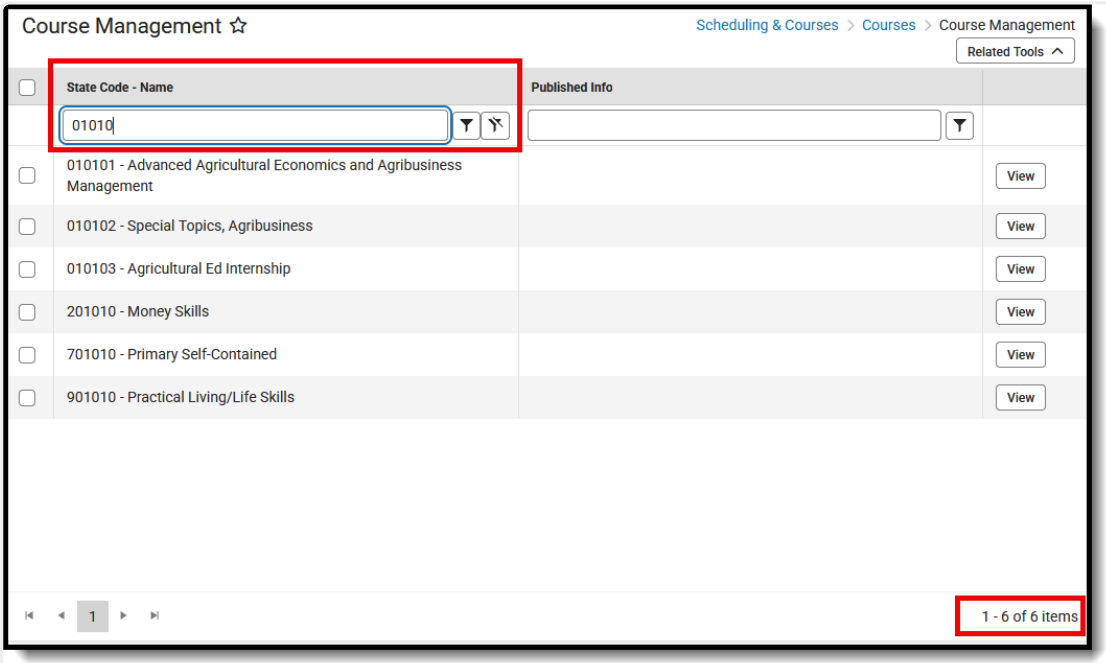


Course Management - No Filters

The list of state course codes is narrowed to just the ones that match what is entered.



Course Management - Filtered State Course Codes

Click the **Filter** icon to choose additional filtering options.

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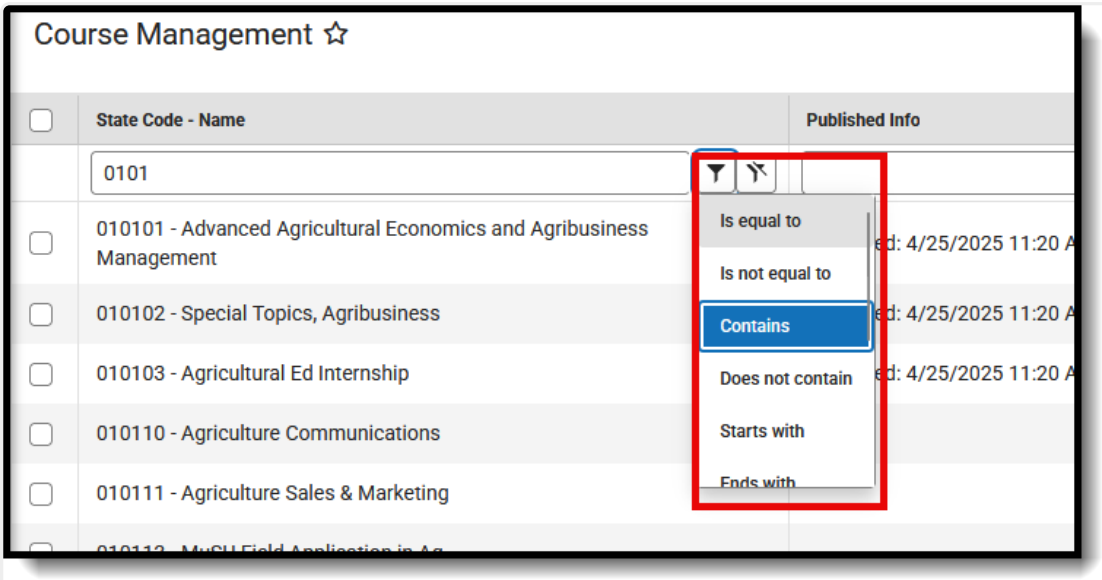
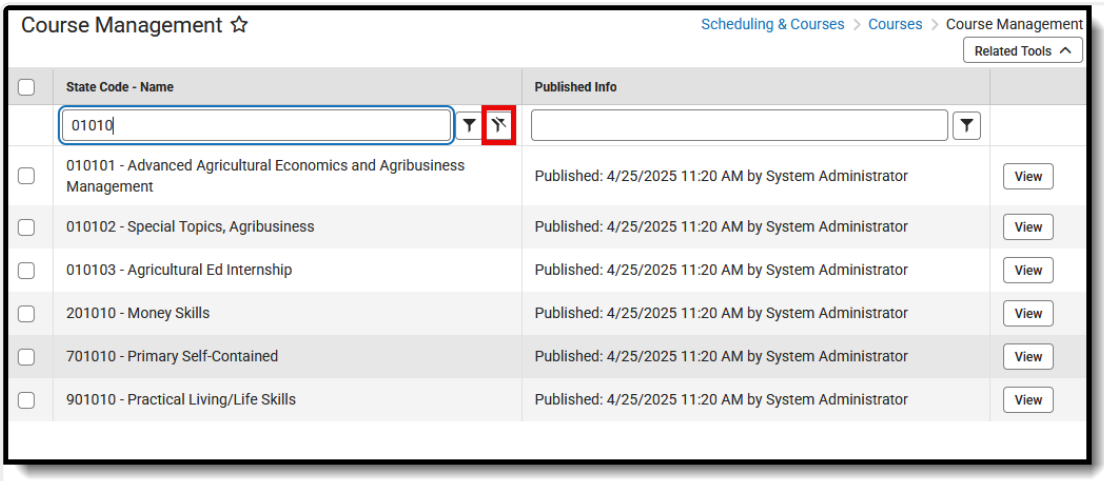


Filter Options

Click the **Clear Filter** icon next to the search field or manually remove the text from the field to return the list to display all state course codes.



Course Management - Clear Filter Option

View and Modify State Course Codes

Modifications can be made to any of the available fields on the available cards. Once updates have been saved, use the **Publish to Districts** button to push those updates to the districts' Course Master Information/Course Information details.

Click the **View** button on the right-hand side to access State Course Information details.

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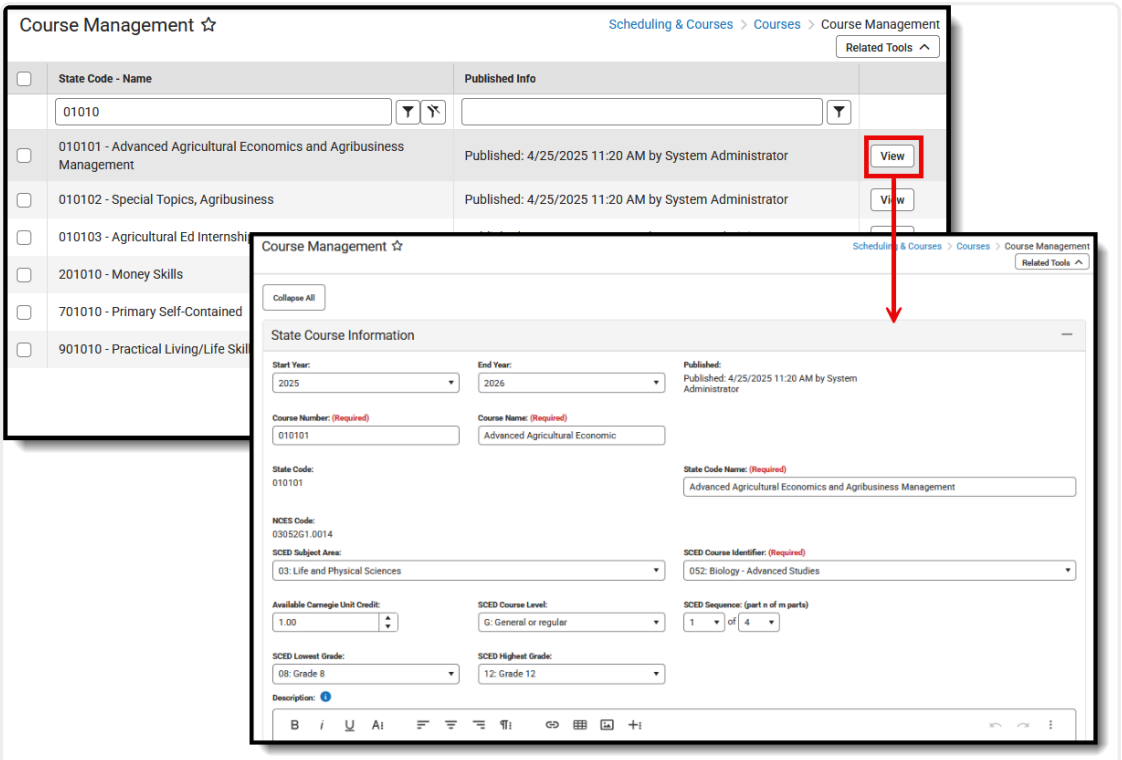

View State Course Information

Course Information is organized into the following sections:

- **State Course Information** includes identifying course information, whether it's been published to districts (displays the most recent date and time stamp and who published it), SCED information, and a course description.
- **Course Setup** includes fields like whether the course is an attendance-taking course, uses positive attendance, is standards-based, reports scores on a student's transcript, and much more.
- **State Defined** lists all of the fields used for state reporting in your state and includes fields like Dual Credit and State Report Exclude.
- **Comments** lists any additional information about the course that your school or district wants known. This could be a note when the course was added to the catalog, that it must meet in a certain room, that it's only for seniors, or some other piece of information.

For details on the available fields, see the Course Information article.

Not all fields are available on the State Course Information editor. Fields that do not affect course management at the state level - for example, scheduling or district-defined fields - are not included.

The fields available for the state are the same as those at the district. Depending on state requirements, those fields may or may not be modified at the district level.

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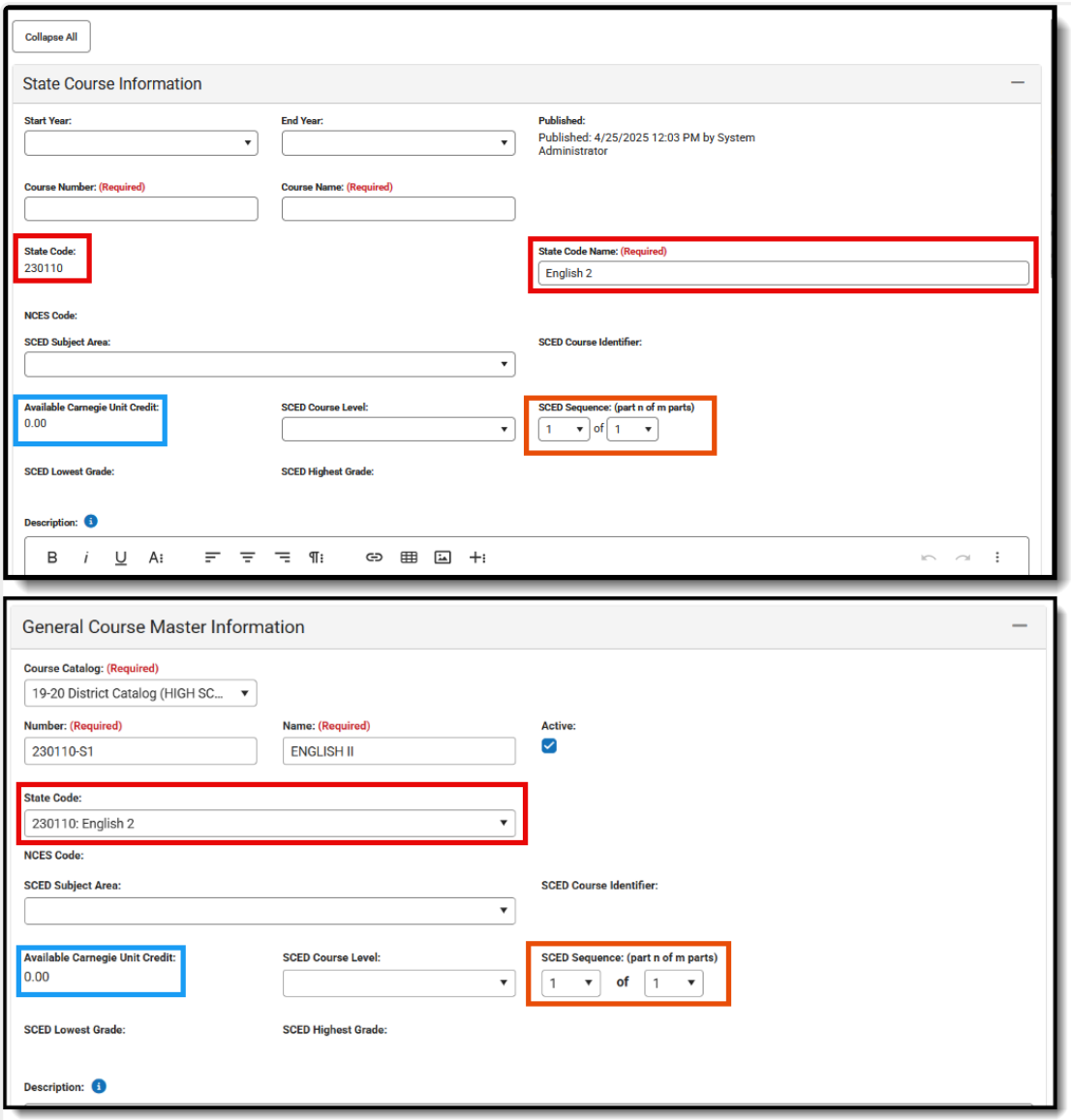

State Course Management, District Course Management

When any field on the Course Management tool has a value entered by the state, that value is published to the district and locked, except for Course Name and Course Number, which the district can always manage.

Start Year, End Year

State Course Codes can have a Start Year and End Year assigned. This allows state course codes to be created for future calendar years and published to districts without affecting state course codes for the current year. Both year fields can be entered, or just one year field, or no year fields.

A state course code assigned a Start Year of 2025 and no End Year is current and active with the start of the 2025-2026 school year. A state course code assigned no Start Year and an End Year of 2026 is active through the end of the 2025-26 school year. A state course code with no start or end year fields populated is current and active for all years.

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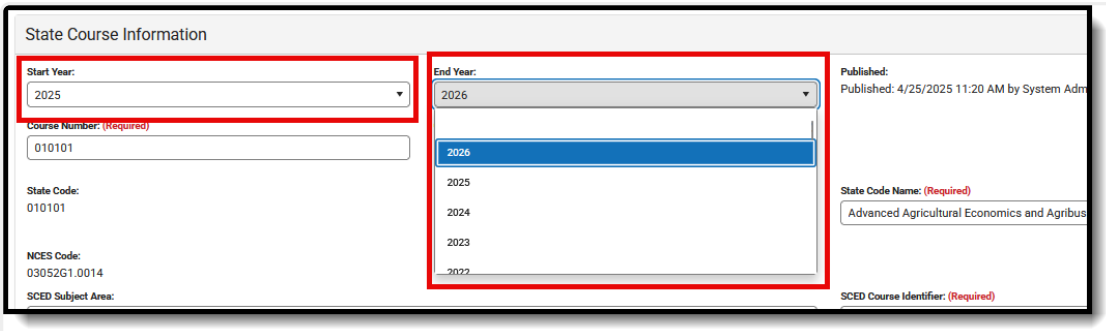
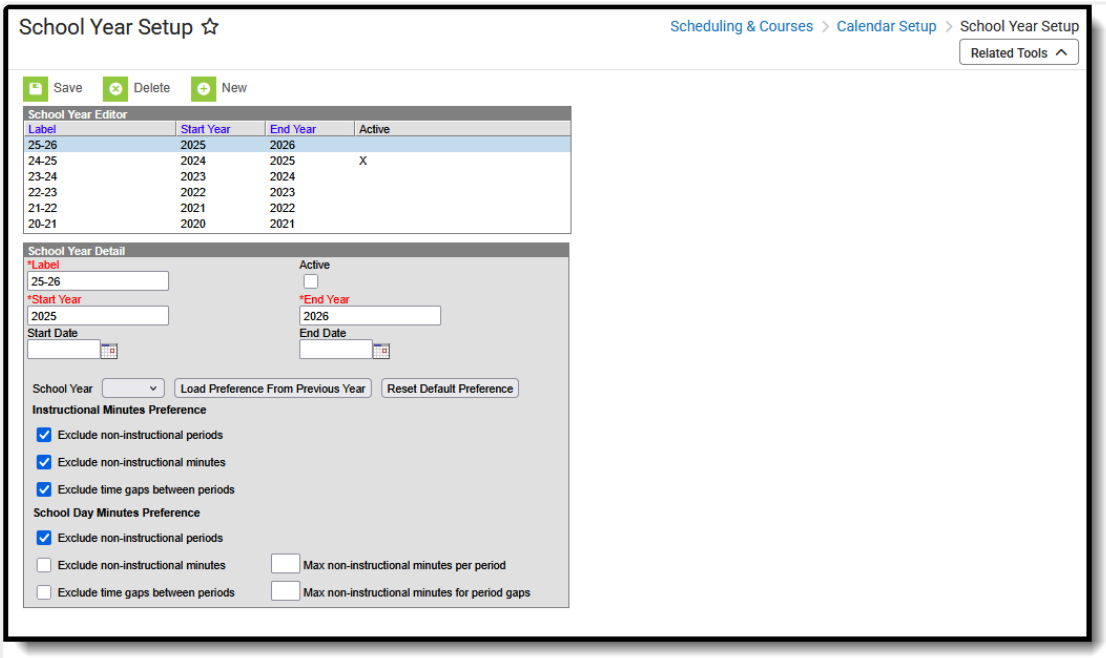


Start Year, End Year Assignment

The available Start and End Year values are based on the School Year Setup values available in State Edition.



State Edition - School Year Setup

Course Management information overrides Course Master information that is active for the calendar and school years that fall within the course code start and end dates. The Course Master displays the locked values from the Course Management record. Course records associated with that Course Master for that calendar are also updated with the locked values from the Course Management record.

Course Management information overrides State Code information for courses that are NOT linked to a Course Master when that Course falls within the same start and end years as the Course Management record.

When a Course or Course Master of the calendar context uses a state code whose start/end dates DO NOT fall within the same year context, that Course or Course Master becomes inactive for that calendar year. The state code value for that Course or Course Master needs to be updated with a state code from the published list for that year.

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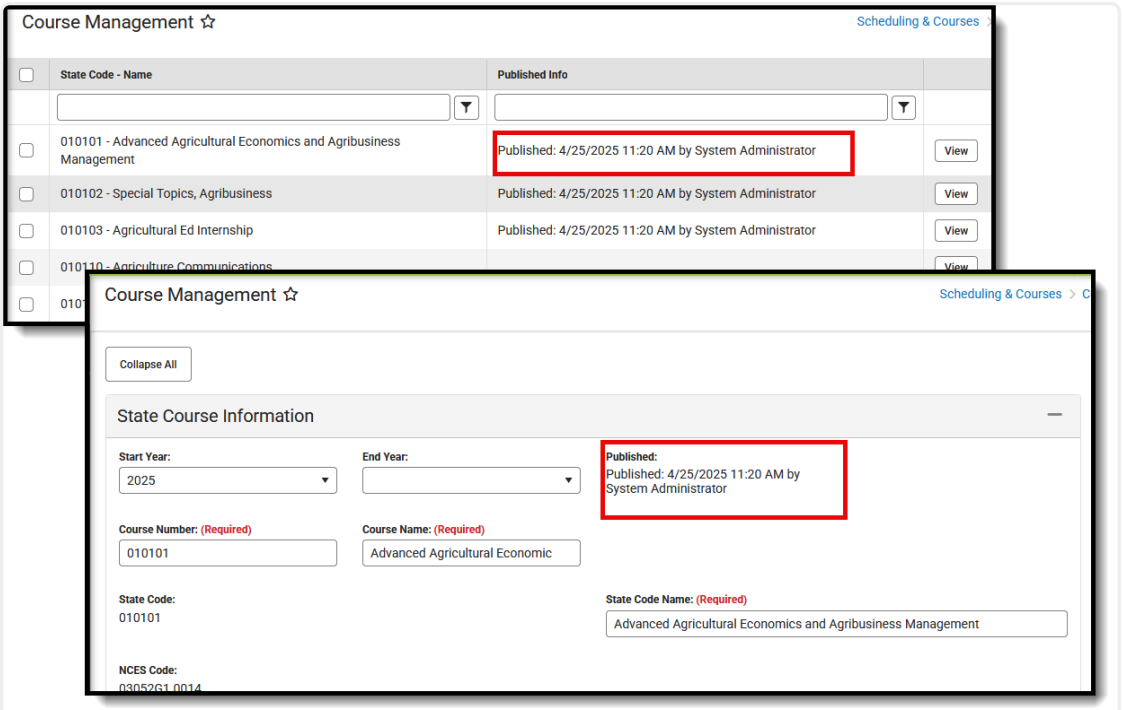
Publish State Course Codes

Published State Course Codes are listed with the date and time, and the user who published the codes. This is visible on the main Course Management view and when viewing the State Course Information record.



Published Information for a State Code

Publish Selected State Course Codes to Districts

Course information can be published to districts from the main page of the Course Management tool or from the individual State Course Information editor.

From the main view of the Course Management tool

1. Select which State Course Codes to publish to the districts by placing a checkbox in the left-hand column.
2. Click the **Publish Selected to Districts** button. A pop-up window displays, listing the Start Year and End Year entered on the State Course Information screen, the selected State Course Codes, and when they were last published.
3. Click **Publish.** There may be a short time where the system processes. When it is complete, the selected codes are published to districts, and the Published Info column for those codes is updated to the date and time the publishing was complete.

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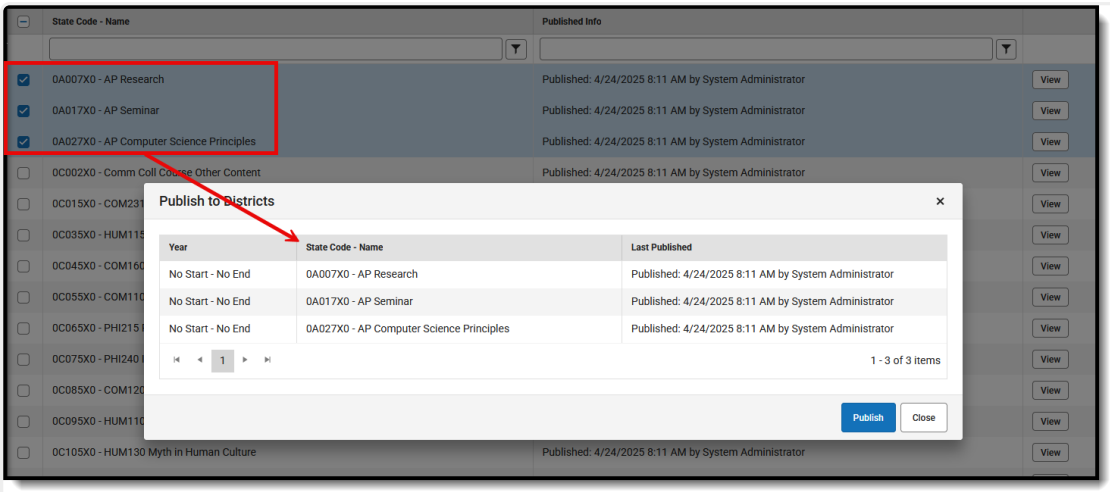
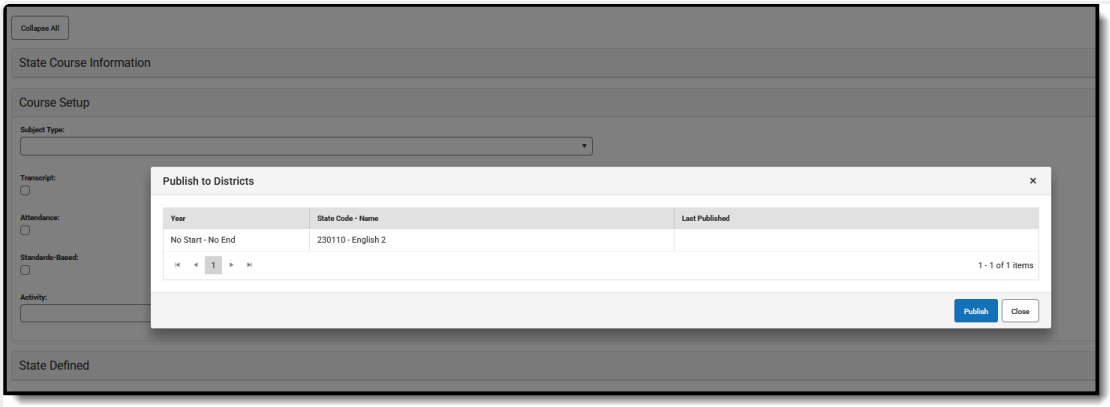


Publish Selected Codes to Districts

From the State Course Information view

1. Click **View** from the main Course Management list of state course codes. The State Course Information editors display.
2. Modify any fields that need to be modified.
3. **Save** those modifications. A green Saved banner displays above the Collaps All button.
4. Click the **Publish to Districts** button. The updated course information is pushed to districts with the updated information. The updated record with the date and time the course information was published is visible on the Course Management list.



Publish Course to Districts Confirmation

Publish All Records to Districts

1. Click the **Publish All Records to Districts** button. This selects ALL records on ALL pages. A pop-up window displays, listing the Start Year and End Year entered on the State Course Information screen, all State Codes, and when they were last published.
2. Click **Publish.** There may be a short time where the system processes. When it is complete, the main screen displays and the Published Info column for those codes is updated to the date and time the publishing at state edition was complete.

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